

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

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MANAGEMENT OF THE CIVIC ART COLLECTION	95.00	1	Page 1 of 6
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1. PURPOSE

- 1.1 To establish policies and procedures for the management of the *Civic Art Collection*.
- 1.2 To delineate the responsibilities of affected City Departments pursuant to San Diego Municipal Code section 26.0701 et seq.

2. SCOPE

- 2.1 This regulation applies to all City Departments and City employees.
- 2.2 Nothing in this regulation shall be construed to limit or abridge the powers or exclusive jurisdiction of the Library Department over its *Visual Arts Program*.

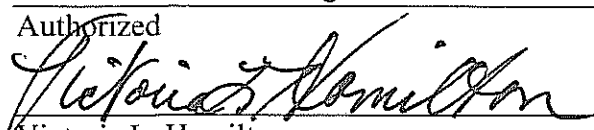
3. DEFINITIONS

Italicized terms used in this regulation have the same definitions as provided in San Diego Municipal Code section 26.0701 et seq. In addition, the following terms will have the meanings provided below:

- 3.1 *INCOMING LOAN OF ARTWORK* means an *artwork* or group of *artworks* borrowed by the City.
- 3.2 *INTERDEPARTMENTAL LOAN OF ARTWORK* means the loan of an *artwork* from the *Civic Art Collection* for exhibition in other City Departments and City agencies.
- 3.3 *OUTGOING LOAN OF ARTWORK* means the loan of an *artwork* or group of *artworks* from the *Civic Art Collection*.
- 3.4 *VISUAL ARTS PROGRAM* is a series of museum quality exhibitions, lectures, and other art-related activities administered by the City's Library Department. The mission of the

New Administrative Regulation

Authorized



Victoria L. Hamilton  
Executive Director  
Commission for Arts and Culture



Chief Operating Officer or Mayor

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Library Department's *Visual Arts Program* is to demonstrate the library's role as a cultural institution embracing a broad range of disciplines, while assisting San Diego's mid-career and older professional *artists* in achieving wider local, regional, and national attention. *Artworks* acquired by or loaned to the Library Department's *Visual Arts Program* are not part of the *Civic Art Collection*. All *collections management activities* related to *artworks* acquired by or loaned to the Library Department's *Visual Arts Program* shall be the responsibility of the Library Department's *Visual Arts Program*.

4. RESPONSIBILITY

The City of San Diego Commission for Arts and Culture (*Commission*) is responsible for overseeing the implementation of this Administrative Regulation.

5. POLICY

- 5.1 Control of Artworks – City Departments shall refer all inquiries regarding *artworks* to *Commission* staff. *Commission* staff shall serve as the primary point of contact for parties who are interested in donating, bequeathing or lending *artworks* to the City, borrowing *artworks* from the City, contributing to the conservation of the City's artworks, and installing temporary exhibits of *artwork* in *public places*. *Commission* staff may delegate some responsibilities to consultants and City Departments will cooperate with such consultants when requested by *Commission* staff.
- 5.2 Communication – City Departments shall provide input, feedback and advice on the management of *artworks* and the *Civic Art Collection* when requested by *Commission* staff. City Departments shall communicate with *Commission* staff on all issues related to *artworks*.
- 5.3 Siting Artworks – When sites for *artworks* must be determined, such as in the case of relocation or the placement of temporary exhibits of *artworks*, City Departments shall provide input, feedback and advice to *Commission* staff during the site selection process to ensure that any proposed site is safe, maintained, accessible, contextually appropriate and owned by the City. City Departments shall also assist *Commission* staff in obtaining input from any advisory bodies which are responsible for making recommendations concerning the use of *public places*. City Departments shall notify *Commission* staff of any proposed changes to sites where *artworks* are located.
- 5.4 Installation and Deinstallation – City Departments shall assist *Commission* staff in implementing any necessary tasks associated with installing or deinstalling *artworks*.

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- 5.5 Artwork Maintenance – Each City Department shall perform *ordinary artwork maintenance* for *artworks* which are located in the *public places* over which each City Department has jurisdiction. *Ordinary artwork maintenance* shall be undertaken at the direction of *Commission* staff and shall be performed in a manner that is consistent with maintenance schedules and any maintenance plans supplied by *Commission* staff. City Departments will attend workshops on maintenance practices when offered by *Commission* staff. *Commission* staff shall manage *extraordinary artwork maintenance*.
- 5.6 Reporting Artwork Condition – Each City Department shall immediately report to *Commission* staff any loss, damage, deterioration or failed operation of *artworks* in *public places* over which each City Department has jurisdiction.
- 5.7 Security – Each City Department shall protect the condition and reasonably ensure the security of any *artworks* which are located in the *public places* over which each City Department has jurisdiction. City Departments shall not intentionally destroy, modify or alter any *artworks* located in *public places*.
- 5.8 Access – Each City Department shall ensure that the *artworks* which are located in the *public places* over which each City Department has jurisdiction remain accessible to the public unless public safety procedures or homeland security procedures dictate otherwise.
- 5.9 Removal – City Department directors may submit requests to *Commission* staff that an *artwork* in the *Civic Art Collection* be evaluated for removal. Requests for removal will be decided by the Executive Director of the *Commission* following review and recommendation from the *Commission*.
- 5.10 Relocation – City Departments shall not undertake the relocation of any *artwork* without the approval of the Executive Director of the *Commission* following review and recommendation from the *Commission*. When relocation is approved, City Departments shall cooperate with *Commission* staff to coordinate and implement the relocation process.
- 5.11 Disposal – City Departments shall not undertake the *disposal* of any *artwork* without the approval of the Executive Director of the *Commission* following review and recommendation from the *Commission*. When *disposal* is approved, City Departments shall cooperate with *Commission* staff to coordinate and implement the *disposal* process.
- 5.12 Incoming Loans of Artwork – City Departments shall not borrow *artworks* without the approval of the Executive Director of the *Commission* following review and recommendation from the *Commission*. When an *incoming loan of artwork* is approved, City Departments shall cooperate with *Commission* staff to coordinate and implement the

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loan process.

- 5.13 Interdepartmental Loans of Artwork – City Departments shall exhibit *artworks* from the *Civic Art Collection* upon completion of a written agreement with the *Commission*.
- 5.14 Outgoing Loans of Artwork – City Departments shall not lend *artworks* without the approval of the Executive Director of the *Commission* following review and recommendation from the *Commission*. When an *outgoing loan of artwork* is approved, City Departments shall cooperate with *Commission* staff to coordinate and implement the loan process.
- 5.15 Temporary Exhibits of Artwork – City Departments shall not undertake the temporary exhibition of *artworks* without the approval of the Executive Director of the *Commission* following review and recommendation from the *Commission*. When a temporary exhibit of *artwork* is approved, City Departments shall cooperate with *Commission* staff to coordinate and implement the exhibition process.
- 5.16 Photography – Pursuant to copyright law, City Departments shall not use photographs of any *artwork* in the *Civic Art Collection* for any purpose unless given permission in writing by the Executive Director of the *Commission*.
- 5.17 Conflict of Interest – Pursuant to local, state and federal laws, no personal gain resulting from transactions involving the *Civic Art Collection* shall be realized by any individual having affiliations with the City. City employees, their business partners or immediate family members shall not buy, receive or own any *artwork* which has been deaccessioned from the *Civic Art Collection*. City employees shall not use any *artwork* in the *Civic Art Collection* for any personal purpose.

6. PROCEDURE – Security

Responsibility

Action

City Departments

- 6.1 Preserve evidence, if any, of vandalism or theft. Cooperate with *Commission* staff to complete insurance claims and/or police reports, as necessary.
- 6.2 If *artworks* are stored in locations over which the City Department has jurisdiction, store those *artworks* in a secure and, wherever

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possible and feasible, stable environment.

- 6.3 Monitor *artwork* storage areas on a regular basis and maintain *artwork* storage areas in good condition.
- 6.4 Limit access to *artwork* storage areas to *Commission* staff and other selected City staff. Unpaid staff and non-City personnel may be allowed access under specific conditions and with supervision by *Commission* staff and/or other selected City staff. All keys to the storage areas are kept by City staff and may not be duplicated without the consent of *Commission* staff or other selected City staff.
- 6.5 Collaborate with *Commission* staff to develop preparedness plans for the care of *artworks* in an emergency.

7. PROCEDURE – Interdepartmental Loans of Artwork

Responsibility

Action

City Departments

- 7.1 Respond to a request from *Commission* staff to initiate an *interdepartmental loan of artwork*, or submit a written request to *Commission* staff for consideration of an *interdepartmental loan of artwork*.
- 7.2 Designate one staff member to serve as the point of contact for and to collaborate with *Commission* staff throughout the duration of the loan.
- 7.3 Complete a written agreement with the *Commission* for each *interdepartmental loan of artwork*.

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APPENDIX

Legal References

SDMC 26.0701 et seq.  
Council Policy 100-02  
Council Policy 900-11  
2004 Public Art Master Plan

Subject Index

Artwork  
Artist  
Civic Art Collection

Administering Department

City of San Diego Commission for Arts and Culture